

**From:** [Ragon, Derek](#)  
**To:** [Spalding, Susan](#)  
**Cc:** [Smith, Monica](#); [R6HarveyInfo](#); [Price, Lisa](#)  
**Subject:** Re: Demobing from REOC- need to capture files  
**Date:** Thursday, September 21, 2017 10:01:41 AM

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Susan,

Great question. It depends on the file size. While deployed, I would typically highlight an entire page of emails, roughly 40 items, and forward them in batches. I tried sending more than that, but the machine just sat there spinning. Obviously, large attachments will impact that, but that should work. Again, please let me know if you have any problems.

Thanks,

Derek

Sent from my iPhone

> On Sep 21, 2017, at 9:56 AM, Spalding, Susan <Spalding.Susan@epa.gov> wrote:

>

> Thanks. Is it possible to forward an entire folder in outlook to the mailbox?

>

> Susan Spalding, Associate Director

> Hazardous Waste Branch

> EPA Region 6

> (214) 665-8022

>

> -----Original Message-----

> From: Ragon, Derek

> Sent: Thursday, September 21, 2017 9:55 AM

> To: Smith, Monica <smith.monica@epa.gov>

> Cc: R6HarveyInfo <R6HarveyInfo@epa.gov>; Spalding, Susan <Spalding.Susan@epa.gov>; Price, Lisa <Price.Lisa@epa.gov>

> Subject: Re: Demobing from REOC- need to capture files

>

> Lisa and Susan,

>

> Very simple. If you have any emails, please send (forward) all of those to the R6HarveyInfo@epa.gov. mailbox. If you have any other electronic files, please put them in a folder and let me know. We will get those from you. If you have any paper, please just let me know and I will pick that up from you.

>

> I'm working flex today, otherwise I'd simply come down to the REOC to help. However, if you have any questions, please don't hesitate to call me. I will be back in the office tomorrow.

>

> Thanks,

>

> Derek

>

> Sent from my iPhone

>

>> On Sep 21, 2017, at 8:39 AM, Smith, Monica <smith.monica@epa.gov> wrote:

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>> Derek - Susan Spalding and Lisa Price will be demobing from REOC today. Can you help them capture their Harvey documents?

>>

>> Thanks - Monica

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>>

>> Sent from my iPhone